

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

LIBRARY SERVICES DIRECTOR

1311

GENERAL PURPOSE:

Performs administrative, managerial, and supervisory work as the director of the library and performs professional librarian duties, including resource referral and reader's advisory services. Plans, organizes, develops, coordinates, directs, and evaluates library service programs.

CLASSIFICATION SUMMARY:

The Library Services Director works under the directives and approval of the Library Board of Trustees and serves as a member of the City's Department Head management team. As such, the employee in this class develops, directs and coordinates the operations and programs of the Library and functions as a city department head to review, plan, coordinate and administer city operations. Work is performed with the assistance of subordinate supervisors and staff and is evaluated by the board of trustees based on effective and efficient management of the library. Work involves considerable community contact in recommending new or revised programs to the library board. City administrative work involves budget development, monitoring and program planning in accordance with City policies and procedures.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans and develops short- and long-range library objectives and programs; meets with the library board and chairperson to discuss library operations and programs, to gain input to improving services to citizens, and to report on status of the operations; attends City Council meetings to receive and provide information as appropriate; functions as a member of city's management team to assure consistent service delivery city-wide; makes presentations to community groups.

Establishes program objectives to implement goals; plans, organizes, evaluates, and modifies the work of library staff to achieve program objectives; seeks input from staff on library operations in order to improve operations.

Directs the activities of library staff; reassigns staff to positions on a rotating or other basis; establishes and changes priorities to meet needs of library operations; seeks and provides education opportunities for library staff, trustees and the general public.

Prepares and justifies the annual library budget including capital improvement projects; monitors and administers the library budget; prepares and administers grants to raise funds for new or improved library programs, operations or collections; reports on library operations, plans, goals and budget to city administration and City Council.

Participates as a member of the management team in collective bargaining sessions with library personnel.

Communicates with the general public and with community and professional groups to promote and discuss library services and to gain input for improvements in library programs or services.

Reviews recommendations from library staff and selects or approves new library resources; approves purchase orders.

Performs reference and other librarian duties to maintain contact with the public in order to identify needs and develop or modify programs.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Library resources, programs and services available in a public library;
- Management principles and practices including program planning, evaluation, budgeting and supervision, including management by objectives;

Ability to:

- Attend work on a regular and dependable basis;
- Develop rapport with community groups and effectively seek input into library programs;
- Plan, organize, develop, evaluate, and modify programs of library services;
- Make effective presentations to community groups;
- Plan and direct the activities of library personnel in a manner which will effectively deliver programs of library services to the citizens of the community;
- Establish and maintain effective working relationships with the elected and appointed public officials, staff members, and the public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job;
- Possession of a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Applicants are required to have certification by the State Board for Certification of Librarians or the ability to obtain certification at time of appointment as required by R.C.W. 27.04.030. Certification may be obtained by 1) having a Masters of Library Science from an ALA accredited school, or 2) passing an examination given by the Certification Board demonstrating knowledge equivalent to an M.L.S.; and three to five years progressively responsible experience at a level equivalent to Librarian; or substituting training in the areas of administration and supervision of library programs and personnel or library science for up to one year of the experience.

TOOLS AND EQUIPMENT USED:

Personal computer, computerized library information system, copy machine, telephone, 10-key calculator, VCR, tape player.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Some physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials, and supervise and evaluate the work of subordinate staff.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt

Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 09/01, 12/01